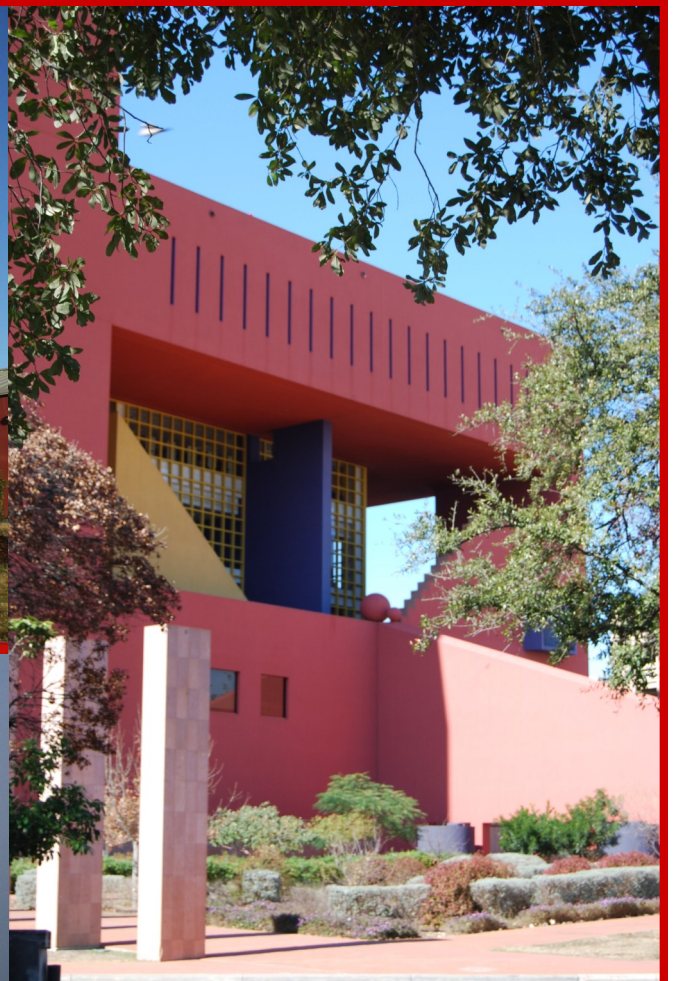


City of San Antonio



2006 WINNER
NATIONAL AWARDS
FOR MUSEUM AND LIBRARY SERVICE



Job Announcement
Assistant Library Director

City of San Antonio

The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

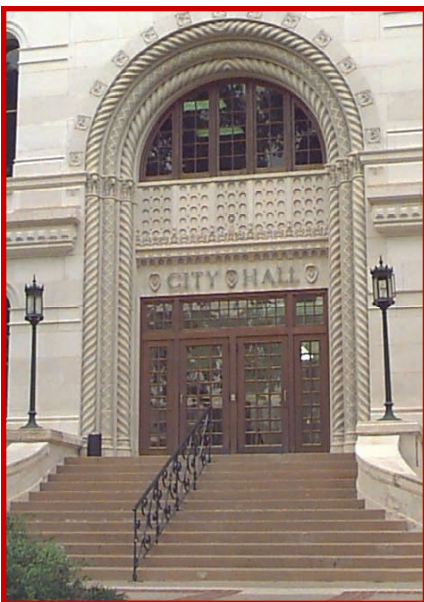
The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high quality housing, and low utility rates to owners are among the substantial cost of living advantages of this culturally unique city.



The world famous River Walk is the single most visited site in all of Texas. Winding through Downtown San Antonio, this 2.5 mile cobblestone path along the San Antonio River is lined with attractive shops, luxurious hotels, and enticing dining and entertainment venues. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk. Major theme parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the 2007 National Basketball Association Champions.

Educationally, there are 16 independent school districts that serve the San Antonio area. San Antonio is also the home of various post-secondary institutions including the University of Texas at San Antonio (two campuses), the University of Texas at San Antonio Health Science Center, Our Lady of the Lake University, St. Mary's University, University of the Incarnate Word, Trinity University, and the Alamo Community College District (with four campuses).



The Organization

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at large. The City Council appoints the City Manager, who appoints and removes all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges. The Executive Team consists of 33 Department Directors, two Deputy City Managers, and five Assistant City Managers. There are over 12,000 city employees.

San Antonio Library Quick Facts

- 25 total library locations
- 489 employees
- \$30 Million Operating Budget

City of San Antonio

Department and Position Overview

The Assistant Library Director position is responsible for assisting the Director in planning, directing, and overseeing the activities and operations of the San Antonio Public Library. The position will provide highly responsible and complex administrative support to the Library Director's Office and exercise direct supervision over management, professional, technical, and clerical staff.



Additionally, the Assistant Library Director:

- Assists in managing and participating in the development and administration of the department budget, estimates funds needed for staffing, equipment, materials, and supplies, assists in directing the monitoring and approval of expenditures, and directs the preparation and implementation of budgetary adjustments as necessary.
- Assists in providing staff support to a variety of boards and commissions, attends and participates in professional group meetings, and stays abreast of new trends and innovations regarding library services and operations.
- Assists in managing the development and implementation of department goals, objectives, policies, and priorities for the Library, and also establishes, within City policy, appropriate service and staffing levels and allocates resources accordingly.
- Assists in selecting, motivating, and evaluating department staff, provides or coordinates training and works with employees to correct deficiencies, and assists in implementing and administering disciplinary and termination procedures.
- Assists in planning, directing, and coordinating the department work plan through subordinate-level staff, assigns projects and programmatic areas of responsibility, and reviews and evaluates work methods and procedures.
- Assists in coordinating departmental activities with those of other departments and outside agencies and organizations, and assists in preparing and presenting staff reports and other necessary communications.



The Ideal Candidate

The ideal candidate should possess excellent communication and presentation skills, and have knowledge and experience in the areas of strategic planning, finance, budgeting, facilities and capital projects. This position requires the successful candidate have a Master's Degree, with a Master's of Library Science Degree from an American Library Association accredited college or university highly preferred, and eight years of increasingly responsible professional experience in managing or supporting public library services, including five years of administrative or supervisory responsibility. Experience working in a public library. Bilingual (English/Spanish) is desirable.



Compensation & Benefits

The salary for the Assistant Library Director position is negotiable, depending on experience and qualifications. The City also offers an attractive benefits package including:

- **Health Care** – The City offers four health care plan options consisting of three Preferred Provider Organization (PPO) plans and an Exclusive Provider Organization (EPO) plan, which offer employees a choice of deductible, co-insurance and co-payment levels. Other optional health related products include: Dental, Vision, Dependent and Health Care Reimbursement Plans, Additional Life Insurance, Deferred Compensation and Short Term and Long Term Disability.
- **Retirement** – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.
- **Deferred Compensation** – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.
- **Life Insurance** – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.
- **Holidays** – 13 Holidays (12 scheduled and 1 floating).
- **Executive Car Allowance** – Executives receive a monthly car allowance of \$500.
- **Cell Phone Allowance** – Executives receive a monthly cell phone allowance of \$70.

Other benefits include Annual Leave, Personal Leave, and Professional Memberships.



To Apply

Emailed applications are preferred. Please send cover letter, resume, references and salary requirements to: saexecsearch@sanantonio.gov

Hard copies may also be mailed to:

City of San Antonio, Human Resources Department
Attention: Tim Harding, Executive Recruiter
P.O. Box 839966
San Antonio, TX 78283

For additional information, please contact Tim Harding, Executive Recruiter at (210) 207-0632. Position is open until filled.

The City of San Antonio is an Equal Opportunity Employer.